

Library Mtg Notes 012522

Tues 01/25/2022

**Attended @ Library:**

Submitted by S Wirth

- Norm Ellis
- Garrett McGowen
- Joe Liberto
- Mark Smith
- Pat Moore
- Vanessa Spitulnik
- Sharon Wirth
- Denise Chilson (Director)
- Kate Santelli

**Guest:**

- Amanda Flint

**Regular meeting called to order at 5:01 PM**

SECRETARY'S MINUTES –

Motion to approve December revised minutes by Vanessa, 2<sup>nd</sup> by Kate and approved by all.

**Denise Chilson> Director's Report**

**Stats -**

	TOTAL PATRON COUNTS						MONTHLY TOTALS
	YA MORN	YA EVEN	FRONT MORN	FRONT EVEN	JUV MORN	JUV EVEN	
MAY 21	263	222	42	35	212	72	846
JUNE 21	165	173	276	283	185	124	1206
JULY 21	200	158	381	367	547	345	1998
AUG 21	142	183	490	433	258	222	1728
SEP 21	225	195	206	198	259	131	1214
OCT 21	109	95	237	142	251	123	957
NOV 21	122	128	426	143	386	90	1295
DEC 21	131	141	367	235	331	73	1278
	1357	1295	2425	1836	2429	1180	10522

**FUNDING -**

CITY ACCOUNT:

- Book Reimburse \$ 86.00
- TOTAL \$ 86.00

BOARD ACCOUNT:

- Carol Stewart – Donation \$ 2,000.00
- STLS Grant – Bookshare \* \$ 2,857.98
- Donation – Sandy Conway \$ 50.00
- Donation – Jon Cleveland \$ 100.00
- Memorial – Joan Diehl \$ 100.00

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Memorial – Jules Vincent Powell, Jr \$ 25.00

Memorial - Josie Ciangalini \$ 25.00

Sale Glass Ornaments \$ 20.00

Misc Donations \$ 85.00

TOTAL \$5,262.98

GRAND TOTAL \$5,348.98

Deposited STLS Grant to Board account, per Joe.

### STLS Updates -

STLS Traveling Black History Month Collection is currently available at the Library in Adult, YA and Juvenile Departments;

Using Blue Cloud Analytics for “Dusty Shelf” Project (Bret, Quentin, Christine S. all trained in December and Bret has already used it to create reports.)

### Programming and Services -

Story Hour-

Senior Tech Hour-

Monday night Yoga-

Tuesday night Mind, Body, Breath-

Wifi jetpacks are going out!

### Internal Work Orders -

Ongoing, Server is installed. Waiting for STLS to get back to Bret

### Building Maintenance -

Telephones re-programmed

New phone templates created, printed and cut by Amanda;

Telephone to be added to Front Desk

### **ADDITIONS:**

#### January 24, 2022 Additions to the Director’s Report for 01/25/2022 Meeting

1. Wireless Network Upgrade from STLS – outside installation completed 1/24/2022
2. ARC Grant Update- STLS notified me we are the next library to be getting the computers we requested through the grant!
3. Test Kit PPE Distribution...First week of January, two shipments, very successful  
We handed out 630 COVID Test Kits (two tests in each kit) and over 1000 PPE
4. Expected delivery late this week/early next week of more PPE- not Test Kits
5. Community Bank Card FINALLY Arrived!!! (1/24/2022)
6. Denise Passed the Director II Civil Service Test
7. Minimum wage increase as noted below:

**Resolution** to add an additional \$0.70 to the current pay rate of each current hourly employee. Effective 01/01 2022. Motion by Joe to approve, 2<sup>nd</sup> by Pat and unanimously approved by all.

Employee Name	Current Rate	New Rate
J Argentieri	\$16.88	\$17.58
C Barron	\$14.13	\$14.83

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J Bisson	\$12.50	\$13.20
R Black	\$12.50	\$13.20
B Carver	\$17.40	\$18.10
A Flint	\$12.50	\$13.20
V Jacobs	\$12.50	\$13.20
M Mahoney	\$12.50	\$13.20
K Markel	\$12.50	\$13.20
M Potter	\$12.50	\$13.20
N Reisman	\$12.50	\$13.20
C Stewart	\$14.13	\$14.83
E Turner	\$12.50	\$13.20
Q Walker	\$12.50	\$13.20
K Williams	\$12.50	\$13.20

8. Stipend for COVID Pay:

Discussion about Covid Pay for (2) employees and necessity to pay time not worked as per approved policies as soon as possible after 01/01/2022.

**Resolution** to pay one week of scheduled hours for those employees testing positive and quarantined for 'COVID' in 2021 at their regular 2021 rate of pay after satisfactory completion and submittal of all required paperwork. Motion by Sharon to approve, 2<sup>nd</sup> by Pat and unanimously approved by all.

Employee Name	2021 Pay Rate	Hours	Total \$	
J Argentieri	\$16.88	0	0	Paperwork not completed/submitted
N Reisman	\$12.50	19.75Hrs	\$246.88	Paperwork completed/submitted/approved

(\*\* Note: J Argentieri to be paid at a future date pending approval of appropriate paperwork. Denise to notify Board as to status.)

9. Unused 2021 Sick Pay:

Discussion about liability, budget and necessity to pay time not worked as per hiring agreements and approved policies as soon as possible after 01/01/2022.

**Resolution** to pay any and all unused 2021 sick days at the rate of \$25.00 per Day. Motion by Sharon to approve, 2<sup>nd</sup> by Pat and unanimously approved by all.

Employee Name	Number of Days	Total amount
J Argentieri	2	\$50.00
C Barron	1	\$25.00
B Carver	2	\$50.00
E Turner	1	\$25.00
Q Walker	3	\$75.00

10. Additional hours:

- Amanda Flint – As needed for special programming and projects
- Vanessa Jacobs – As needed for special programming and projects
- Christine Stewart – As needed for special programming and projects

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Christine Barron – Up to Five additional hours per week, but not to exceed 29.75 total hours per week, until Annual Report is completed, but no later than March 1<sup>st</sup> 2022.)

**Resolution** to add additional hours of scheduled work time so as not to exceed 29.75 paid hours per week for staff as noted and discussed and to be reflected in 2021-2022 budget. Motion by Norm to approve, 2<sup>nd</sup> by Garrett and unanimously approved by all.

11. Summer Program funding request to expand weeks and programs, in addition to funds we did not use last year.

**Resolution** to add an additional \$5,000 to Summer Programming Budget of \$2,000 in order to extend program weeks, for a total of \$7,000 for 2022. Motion by Norm to approve, 2<sup>nd</sup> by Garrett and unanimously approved by all.

### Joe Liberto> Financial Report

- 1 December reports to be approved and accepted w/o reservations or changes, Motion made by Karen & 2<sup>nd</sup> by Garrett and was unanimously approved by all.
- 2 Motion to pay all current bills was made by Garrett & 2<sup>nd</sup> by Karen and was unanimously approved by all.  
After an open discussion it was unanimously decided that the Board of Trustees will not ask for an increase for fiscal year 2022-2023 due to the unstable economy and in consideration of the increasing cost of living born by the community.
- 3 **Resolution** to to move \$70,000 from Savings to Capital Reserve Fund to be processed by Michelle Smith, City of Hornell. Motion by Joe to approve, 2<sup>nd</sup> by Garrett and unanimously approved by all.
- 4 Norm and Joe have requested volunteers for the Finance Committee. Anyone interested should contact Norm or Joe.

### Sharon> Reporting on Personnel

- 1 Wage increase has been addressed for 2022
- 2 2021 Covid Pay and unused Sick Pay payouts have been addressed
- 3 Donations from FortNightly Book Club for Josie Ciangalini and Natalie Weyant to be used for book purchases that are currently underway.
- 4 Links for 2022 NYS Harassment Training have been emailed to all Board of Trustees members.

### Joe Liberto/Norm Ellis> Reporting on Building Committee

- 1 New Hot Air Hand Dryers have been installed in the rest rooms.
- 2 Since no salt spreader is available and city salt truck cannot access the parking lot, ice melt/salt will be hand spread as needed.
- 3 Norm has volunteered to convert the old server housing into a 'seed starter tray'

### Sharon/Pat/Denise> Reporting on Friends of the Library

- 1 Looking for new members.

### Other>

- 1 A Community Outreach Committee has been formed by Norm and will consist of Denise and Amanda representing the Library and Kate, Garrett, Sharon and Pat advising for the Board of Trustees, all reporting to Norm.
- 2 Norm and Sharon have volunteered to deliver items on a bi-weekly basis.
- 3 It was suggested that we form a committee for Publicity and the idea was tabled until the February meeting.

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### Old Business:

- 1 The NYSEG and NYSERDA energy audits will be ongoing as they address different issues.
- 2 Norm reported that the insurance representatives he had contacted have not yet responded.
- 3 **Resolution** to approve, enact and abide by the new Employee Handbook as presented by the Committee. Motion by Pat to approve, 2<sup>nd</sup> by Sharon and unanimously approved by all.

### New Business:

- 1 **Resolution** to approve, enact and abide by the new 5-Year Plan 2022-2027 as presented by the Committee. Motion by Sharon to approve, 2<sup>nd</sup> by Kate and unanimously approved by all.
- 2 Norm has volunteered to begin working on an update of the By Laws and the Mission Statement as recommended by Brian Hildreth of STLS.
- 3 Ceil Kelly has declined to serve another term as Trustee. Board members are encouraged to present names for consideration to Norm so candidates may be invited to the February meeting.

**Next Board Meeting to be Tuesday 02/15/2022 @ 5:00 PM @ Library Conference Room**

### Motion to Adjourn @ 6:07 PM-

Moved by Joe, 2nd by Sharon